



American Samoa Community College
Student Services Division
EMPLOYMENT OPPORTUNITY

Position Title: Disability Coordinator
Employment Status: Full Time 12 months (Career Service)

General Description:

The Disability Coordinator reports directly to the Student Support and Learning Services Manager. The primary functions of this position are to work with students with disabilities, and to conduct assessments to determine their needs and ensure the necessary services and programs are provided.

Responsibilities and Duties:

- Works with students with special needs
- Informs students with special needs of available services and accommodations
- Conducts pre-assessment to determine the services that will be needed
- Other duties include the planning, implementation, and evaluation of support programs and activities, including early intervention services
- May also coordinate faculty workshops or work with teachers individually to help them learn assistive technology
- May also attend classes, guidance sessions, tutoring sessions, and student activities to assist students with special needs
- Other assigned work by SSLS Manager or Dean of Student Services

Minimum Qualifications:

- Bachelor's degree in education or related field
- Two (2) to three (3) years of working experience in related field
- Knowledge of Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA)
- Excellent interpersonal skills
- Verbal and written communication skills
- Understanding of the Rehabilitation Act
- Ability to work with students with special needs

Salary: GS-13/10-14:\$23,020.00 - \$26,140.00 per annum

Application Deadline: August 31st, 2022 no later than 4:00pm

Applications are available from American Samoa Community College, Human Resources Office at 699-9155 Ext. 474/456/460/466 or by emailing Silaulelei Saofaigaalii at s.saofaigaalii@amsamoa.edu or ascchumanresources@amsamoa.edu

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AMERICAN SAMOA COMMUNITY COLLEGE
P.O. Box 2609, Pago Pago, American Samoa 96799
(684) 699-9155 • (684) 699-8606 (fax)